

# DRP Alternate Release Process

## Graphical Steps

### WORK PROCEDURE

1. New documents or revised drawings require a DCN to be generated in DCC.
  - a. New drawings will create a new DCN and a new "A" number for the life of the document.
  - b. Revisions require you to retrieve the previous DCN using the "A" number on the print. Verify the drawing state is "F" final, not "P" pending in the DCC system, select the DCN number and generate a new DCN change for the document. Replace the existing "A" number with the new number provided. (i.e. A47320\*\* last 2 digits are the revision of the drawing.)
2. Fill in META DATA for the appropriate fields in Vault, Intralink or PDMLink.
3. Confirm files are CHECKED IN to CommonSpace in the appropriate program Vault, Intralink or PDMLink.

# DRP Alternate Release Process Graphical Steps

This procedure is an all or nothing release process, if a file that needs to be released is not included the entire package will be rejected back to the originator and the process will start over. So take your time get it right and get it done the first time.

First time through this procedure create a directory on your local C-Drive root called "DRP Release Packages" this will give each of us a common point to find these in the future if required.

## CommonSpace / Workspace Steps

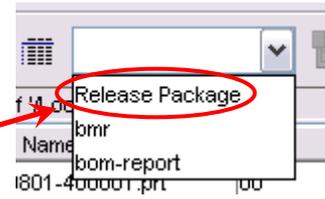
These steps will create the title page PDF showing all Document content to be released. This includes all drawings, parts, assemblies and weldment components as well as new vendor parts.

## CommonSpace – Intralink OR Vault

1. PROMOTE to PENDING in Commonsplace

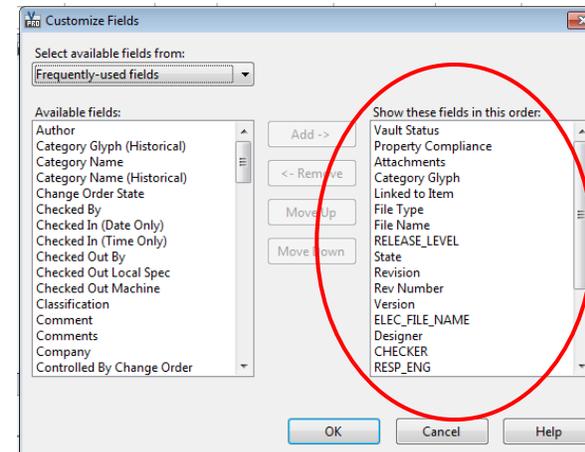
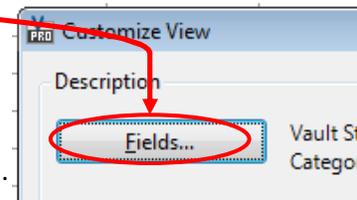
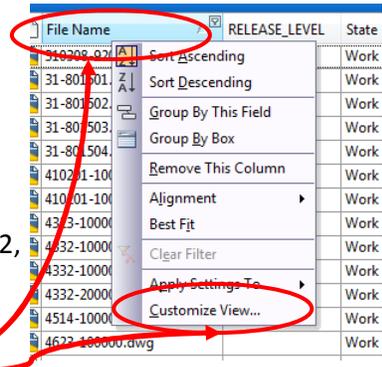
## Intralink Data Process – Pro / Engineer

1. REFRESH Workspace to update drawing status
2. Select TABLE CONFIGURATION "Release Package"
3. Select content to be released this includes all models, drawings and related parts.
4. Copy metadata information using "Edit" - "Copy" this provides the titles for the data.
5. Proceed to Excel Cover Page Section.



## Vault Data Process - AutoCAD

1. Confirm Meta Data Fields are set appropriately.
  - 1.1. Verify the following columns are being displayed.
    - 1.1.1. FILE NAME, RELEASE\_LEVEL, STATE, REV NUMBER, VERSION, ELEC\_FILE\_NAME, DESIGNER, RESP\_ENG, GROUP\_LEADER, TITLE1, TITLE2, TITLE3, TITLE4, TITLE5, WBS
    - 1.1.2. This display is set permanently, Customize View, is a locked setting.
    - 1.1.3. If the display is not correct, "RIGHT CLICK" on File Name.
    - 1.1.4. SELECT "Customize View".
    - 1.1.5. SELECT "Fields".
    - 1.1.6. Add the above columns to the "Show these Fields"
      - 1.1.6.1. Arrange the fields in the order shown above.
  2. Select content to be released this includes all models, drawings and related parts.
  3. Copy metadata information using "Edit" - "Copy" this provides the titles for the data.
  4. Proceed to Excel Cover Page Section.

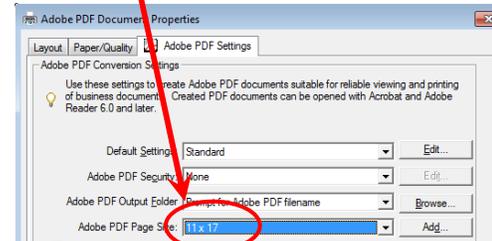
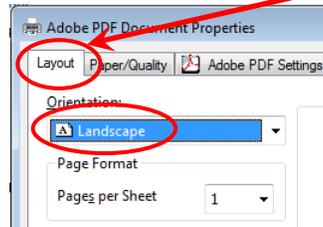
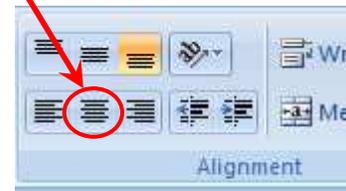
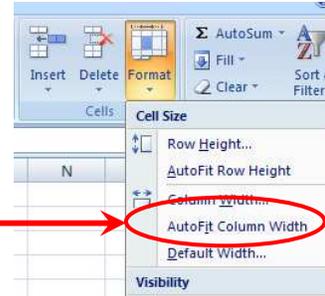


# DRP Alternate Release Process

## Graphical Steps

### Excel Cover Page

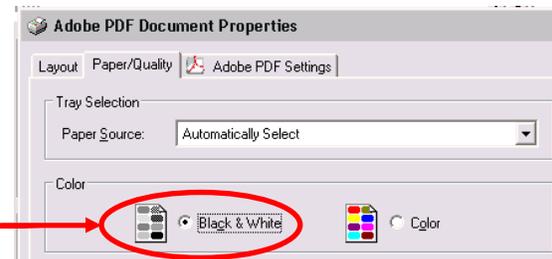
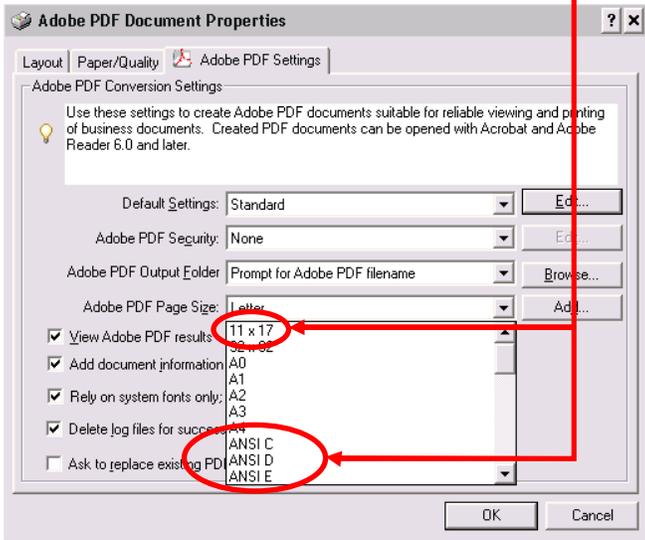
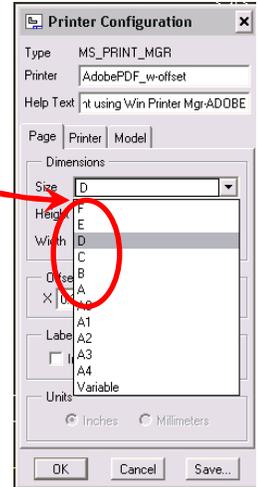
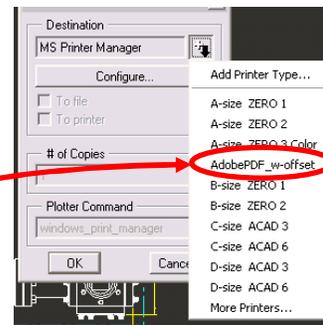
1. OPEN Excel.
2. PASTE the information using "Ctrl-V" in the A1 Cell.
3. DO NOT UNHIGHLIGHT THE CELLS, PROCEED BELOW.
  - 3.1. If you do unhighlight the cells select the right pointing arrow in the upper left corner, between A&1.
4. RESIZE COLUMNS to fit by using, Home Ribbon, Format, Autofit Column Width.
5. Center the text by SELECTING Center under Alignment on the Home Ribbon.
6. SAVE this under your "DRP Release Packages" directory as "DRP-WBS-LDN-CVR"
7. PRINT this Excel sheet into a PDF using the name "DRP-WBS-LDN-CVR".
  - 7.1. SELECT PDF Printer
  - 7.2. SELECT Properties for the Printer
  - 7.3. Paper size of 11x17
  - 7.4. SELECT the LAYOUT TAB
  - 7.5. Set the paper as Landscape
  - 7.6. SELECT OK for the Properties; SELECT OK to start the print.
8. When this step is complete you should have two new files in your release folder, an Excel file and a PDF, both named the same.



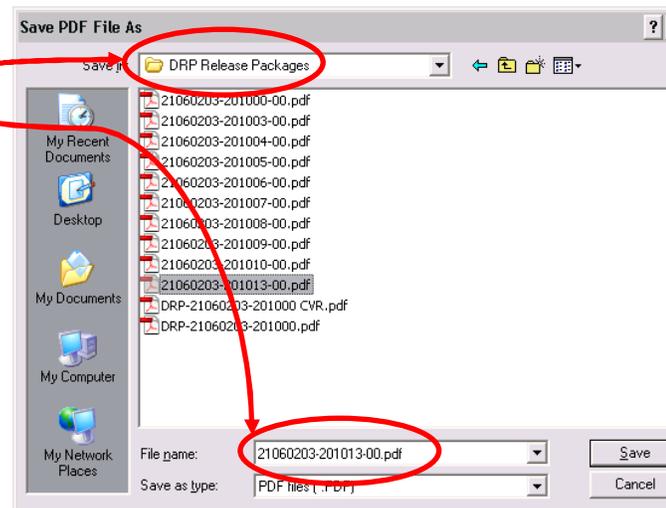
# DRP Alternate Release Process Graphical Steps

## CAD Printing to PDF's – Pro Engineer

1. SELECT Print
2. CHOOSE the AdobePDF\_w-Offset plot configuration.
3. VERIFY plot size under "CONFIGURATION" for proper size.
  - 3.1. PLOT FULL SIZE PDF's, B=B, C=C, D=D, E=E.
4. SELECT OK for both the Printer Configuration and Print Windows.
5. Under Windows Print Manager, CHOOSE "Adobe PDF" as the Printer Name.
6. SELECT Properties for the printer.
7. VERIFY FULL SIZE Page choice.



8. VERIFY COLOR choice is Black & White
9. SELECT OK to close Adobe Properties.
10. SELECT OK to start print process.
11. CHANGE directory to "DRP Release Packages".
  - 11.1. SAVE file using "WBS-LDN-REV" convention.
12. REPEAT for all files to be released.



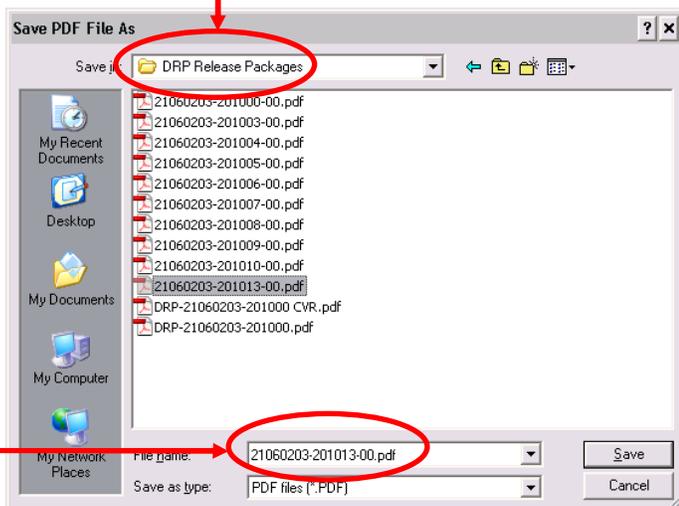
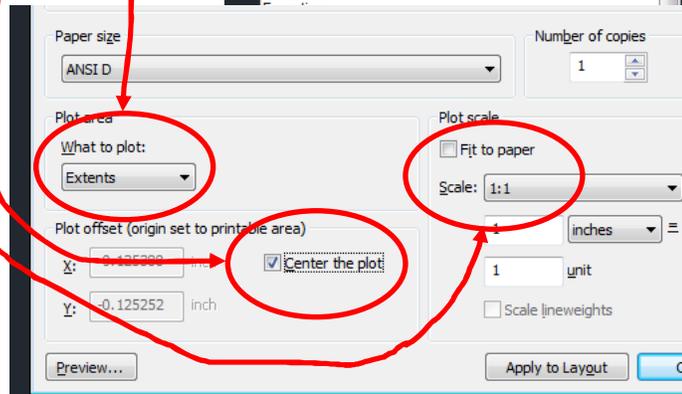
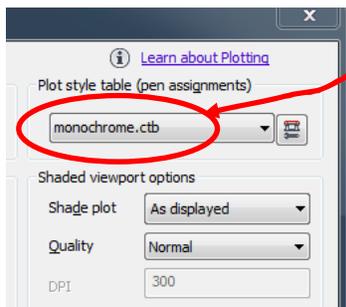
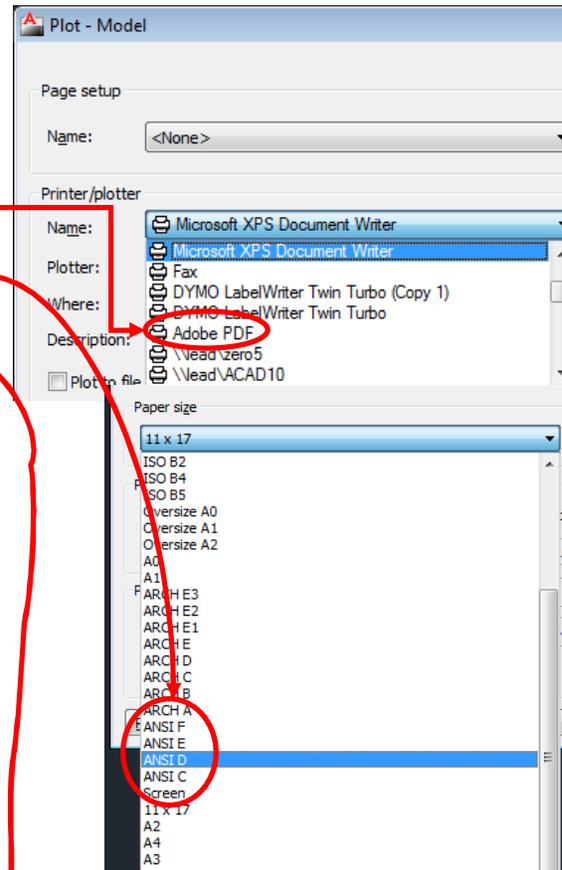
# DRP Alternate Release Process Graphical Steps

## Setting up layouts for proper ICMS importing

1. TYPE "Apload" at the "Command:" line.
2. CHANGE "Look In" to "CAD User H:/D-D Group/" and choose "LAYOUTS.LSP"
3. SELECT "Load"
  - 3.1. The command line should show "layouts.lsp successfully loaded."
  - 3.2. SELECT "Close", to exit the command.
4. TYPE "Layouts" at the command line to execute the lisp routine.
5. Follow the instructions given on the command line to complete the process.

## CAD Printing to PDF's – AutoCAD

1. SELECT "Plot"
2. CHOOSE the Adobe PDF printer.
3. SET plot size under "Paper Size" for proper size.
  - 3.1. PLOT FULL SIZE PDF's, B=B, C=C, D=D, E=E.
4. SET "Plot Area" to "Extents"
5. CHECK Plot Offset "Center the Plot".
6. SET "Scale" to "1:1".
7. VERIFY COLOR choice is "Monochrome".
8. SELECT OK to start print process.
9. CHANGE directory to "DRP Release Packages".
  - 9.1. SAVE file using "WBS-LDN-REV" convention.
10. REPEAT for all files to be released.

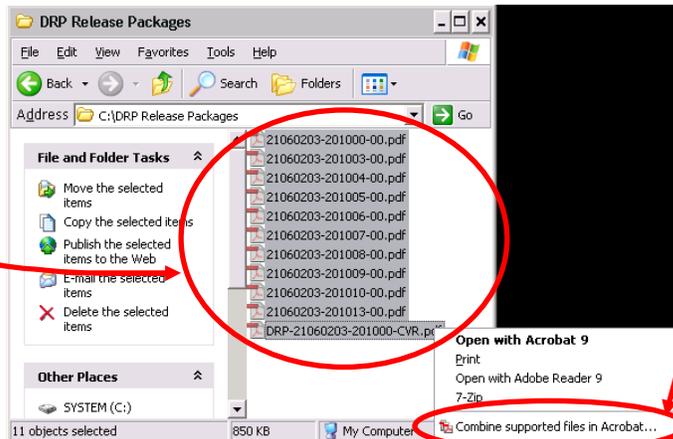


# DRP Alternate Release Process

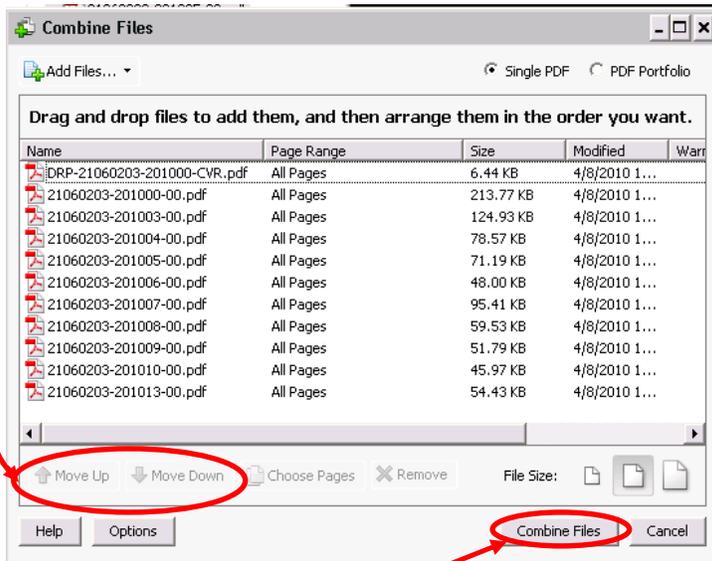
## Graphical Steps

### Combine release PDF's into a Single PDF

1. PDF's are converted to single package using Adobe PDF, COVER page is sheet one in the combined PDF. (DRP-WBS-LDN-CVR).
2. COMBINE by SELECTING files to be released in the "DRP Release Packages" directory.
3. RIGHT CLICK on one of the selected file, SELECT "Combine Supported files in Acrobat".



4. Inside the "Combine Files" window ARRANGE the PDF's by MOVING them up and down.
  - 4.1. The first file is the Combined PDF is the Cover Page
  - 4.2. Then arrange the drawings in numerical order.

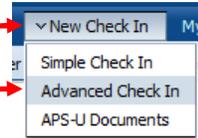


5. Then select combine file.
6. Name the combined file as the top level assembly "DRP-WBS-LDN-REV".

# DRP Alternate Release Process Graphical Steps

## ICMS Release Package Submittal

1. SELECT New Check In
2. SELECT Advanced Check In
3. FILL IN As Appropriate



### Content Check In Form for Advanced Check In

Standard Fields [ Hide ]

\* Document Type: Form

\* Title: DRP-WBS-LDN-REV

Document Date: [ ] Ex: 9/22/10 [ ]

Security Fields [ Hide ]

\* Security Group: APS

Secure To: [ ]

\* Primary File: C:\DRP Package>Select DRP PDF [ Browse...]

Alternate File: [ ] [ Browse...]

Source Information [ Hide ]

Author(s): [ ] [ Find... ] [ Clear...]

Contributor: Brian

Recipient(s): [ ] [ Find... ] [ Clear...]

Institution(s): [ ] [ Find... ] [ Clear...]

Comments and Keywords [ Hide ]

Comments/Keywords: DRP Package for WBS-LDN

Relevant Individuals [ Hide ]

Requester(s): [ ] [ Find... ] [ Clear...]

Designer: Fill Your Name Here

Responsible Engineer(s): Engineers Name Here [ Find... ] [ Clear...]

Group Leader: [ ]

Sys Eng / Sys Mgr(s): [ ] [ Find... ] [ Clear...]

Principal Investigator(s): [ ] [ Find... ] [ Clear...]

Organizational Classification [ Hide ]

Do this first,  
SELECT FILE  
NAME AS FILLED  
IN PASTE NAME  
ABOVE and  
REMOVE THE  
.PDF

**FILL IN ALL FIELDS  
YOU CAN**

# DRP Alternate Release Process Graphical Steps

**Organizational Classification** [ Hide ]

Division: **AES** THIS IS THE DIVISION YOU ARE WORKING FOR "MED" "RF"

Ownership Group: **MED**

Applies to Division: **AES-DD** ADD AS MANY REFERENCE POINT THAT YOU CAN  
OUR GROUP IS ALWAYS THERE, ADD SECTORS,  
AND ANY OTHER GROUPS THAT MAY BE  
LOOKING FOR THIS WORK AES-DD\*

Project: [ ]

Web Content: [ Show ]

**Document Classification** [ Hide ]

Content Topic Values: [ ]  
[ Add new ] [ Remove ]

**Sector Identification** [ Hide ]

Sector Acronym(s): **Fill In As Appropriate**

Sector Number(s): **Fill In As Appropriate** IF THIS IS FOR A  
SECTOR ADD THE REFERENCE HERE

X-Ray Source Type(s): **Fill In As Appropriate**

Station(s): **Fill In As Appropriate**

**Engineering** [ Hide ]

Technical System: **Storage Ring Installation**

System: **Mechanical Assembly**

Subsystem: **Mechanical Installation** FILL THIS IN AS MUCH AS POSSIBLE  
INCLUDING WBS REFERENCE

Component/Equipment: [ ]

WBS Number: **X.1.4.1** [ Find... ] [ Clear... ]

LDN Number: **Fill In As Appropriate**

**Model/Drawing Information** [ Show ]

**Workflow** [ Hide ]

Workflow ID: **AdHoc\_Workflow**

Review 1	<b>fallin</b>	<b>RESPONSIBLE PERSON</b>	[ Find... ]	[ Clear... ]
Review 2	<b>erdmann</b>	<b>DaD QUALITY ASSURANCE</b>	[ Find... ]	[ Clear... ]
Review 3	<b>denharto</b>	<b>RESPONSIBLE ENGINEER</b>	[ Find... ]	[ Clear... ]
Review 4	<b>Brianr</b>	<b>ENGINEERS GROUP LEADER</b>	[ Find... ]	[ Clear... ]
Review 5		<b>DaD GROUP LEADER</b>	[ Find... ]	[ Clear... ]
Review 6			[ Find... ]	[ Clear... ]

Final Review / Edit: **ross** DOCUMENT CONTROL [ Find... ] [ Clear... ]

Review Step (# of Days): **7** CHANGE REVIEW STEP TO 2 DAYS

Review Period (Months): **12** CHANGE REVIEW PERIOD TO BLANK

**Finance** [ Show ]

# DRP Alternate Release Process Graphical Steps

Finance [ Show ]

Human Resources [ Show ]

Other Dates [ Hide ]

Review or Event Date  Ex: 9/22/10

Fiscal Year  Ex: 9999

\* Release Date  Ex: 9/22/10

Delete Date  Ex: 9/22/10

(HTML) **Check In** Reset Quick Help

## FINAL STEP ALMOST DONE!!!

1. SELECT "My Content Server"
2. SELECT "My Workflow Assignments"
3. SELECT the workflow review icon  
For the DRP you just entered.

- ▼ My Content Server
- ▼ Web Site
- My URLs >
- My Saved Queries >
- My Profile
- My Workflow Assignments**
- My Subscriptions
- My Checked-Out Content
- My Search Result Templates
- My Baskets >
- Folder Configuration for Brianr >

**Workflow In Queue for Brianr** [Configure visible columns](#) [Quick Help](#)

All Active Workflows --> My Workflow Assignments

1 Workflow Content Item In Queue

Content ID	Title	Workflow	Step Name	Revision	Actions
<a href="#">APS_1414023</a>	DRP-21060203-201000	AdHoc_Workflows	StepOne	1	

4. SELECT "Approve" to approve for designer level.
5. SELECT "Approve" to submit to the other Approvers.

### Approve Content ID:APS\_1-14023

**Workflow:** AdHoc\_Workflows  
**Content ID:** APS\_1414023  
**Title:** DRP-21060203-201000 Test  
**Type:** Form  
**Author:** Brianr  
**Security Group:** APS  
**Format:** application/pdf  
**Revision:** 1

Add comments for your approval

### Workflow Review

#### Instructions:

You may review this workflow item in the window to the right, then use the action links below to approve or reject the item.

#### Tasks:

#### Renditions:

- [Web-Viewable File](#)
- [Native File](#)

THIS ROUTES THE DRP TO THE ENGINEER AND THE REST OF THE APPROVERS....DONE!!

# DRP Alternate Release Process

## Graphical Steps

### Resubmitting Rejected IDP's

1. Correct the drawings that have issues.
2. Reprint the PDF files of the corrected drawings using the process above.
3. Replace the EXCEL cover page to show the new versions using the process above.
4. Recombine the files in a combined PDF using the process above.
5. Resubmit the ICMS content by:
  - 5.1. SELECT "My Content Server"
  - 5.2. SELECT "My Workflow Assignments"
  - 5.3. SELECT "Actions"
  - 5.4. SELECT "Check Out"

**Workflow In Queue for Brianr**  
 All Active Workflows --> My Workflow Assignments

Content ID	Title	Workflow	Step Name	Revision	Actions
<a href="#">APS_1414023</a>	DRP-21060203-201000	AdHoc_Workflows	StepOne	1	

- My Content Server
- My URLs
- My Saved Queries
- My Profile
- My Workflow Assignments
- My Subscriptions
- My Checked-Out Content
- My Search Result Templates
- My Baskets
- Folder Configuration for Brianr

- Content Information
- Check Out
- Get Native File
- Check In Similar
- Send link by e-mail
- Create Discussion

- 5.5. Immediately after the "Check Out Confirmation" SELECT "Check In"
- 5.6. SELECT new "Primary File" created above.
- 5.7. SELECT "Check In" at the bottom.
6. DONE...

**Check Out Confirmation**

Title: DRP-2101010201-100030-00  
 Content ID: APS\_1414773  
 Checked Out By: Brianr

It is **strongly** recommended that you save the file to a directory other than the browser's default directory. Use the right mouse button on the link below to choose a save option.

**Native File Link:** [DRP-2101010201-100030-00.pdf](#)

Click on the **Check In** button below when your edit is complete.

**Content Check In Form**

Standard Fields [ Hide ]

\* Document Type: Form

\* Title: DRP-21060203-201000-00

Document Date: Ex: 2/10/11

Security Fields [ Hide ]

\* Security Group: APS

Secure To:

\* Primary File: [age\DRP-21060203-201000-00.pdf](#)

Alternate File:

Finance [ Show ]

Human Resources [ Show ]

Other Dates [ Hide ]

Review or Event Date: Ex: 9/22/10

Fiscal Year: Ex: 9999

\* Release Date: 9/22/10 1:12 PM Ex: 9/22/10

Delete Date: Ex: 9/22/10